HR Decision Tree

A tool to help Researchers determine the status of their research personnel
Updated – February 2017

Start → **uOttawa Student?** — NO → **Postdoctoral Fellow?** — NO → **Contractual Employee?** — NO → **Service Contract** → Contact your administrator

uOttawa Student? — YES → **Is the researcher the employer?**

Is the researcher the employer? — YES or Not Sure? → You are an employer If one of the following statements applies:
- You are responsible for planning the work to be done
- You decide how the work is to be done
- You decide the hours of work, and the rate of pay (per CUPE2626)
- You assign and supervise individual tasks
- You decide on work location
- You set standards of work and determines if work needs to be redone

Is the researcher the employer? — NO → The researcher is a mentor → **Graduate Student?**

Graduate Student? — NO → Undergraduate Student → Offer a Bursary without obligation[2] → **Form B**

Graduate Student? — YES → **Bursary with obligation[1]?**

Bursary with obligation[1]? — YES → **Policy 110a** → Offer a **Bursary with obligation[1]** → **Form B**

Bursary with obligation[1]? — NO → Offer a Bursary without obligation[2] → **Form B**

Research Assistant? — NO → May be eligible for the **work study program**

Research Assistant? — YES →
CUPE2626
- Full-time student & part-time students
- Part-time employee
- Max 170 hours per semester
- Average 10 hours per week (cannot exceed 25 hours in a week)

→ **External Funding?**

External Funding? — NO → **Job posting** is required → **Form S**

External Funding? — YES → Job posting is NOT required → **Form S**

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1. **Bursary with obligation:** (Soft-Funded Research Bursary) Graduate students who receive a bursary from monies awarded to a professor by an external agency and who are assigned a duty, assignment or activity as a condition of receiving the bursary.

2. **Bursary without obligation:** (Soft-Funded Research Scholarship) Students who receive a bursary with no assigned duties or conditions for receiving the bursary.

Postdoctoral Fellow? — YES or Not Sure? →
Postdoctoral Fellow
- Preparatory training to gain experience for a full-time academic or research career involving substantial full-time research
- Not a source of continued employment
- Supervised by a faculty member
- Funded either through a stipend from their supervisor or a fellowship
- Registration in a postdoctoral fellowship should not exceed the fifth year of post-PhD training
- Initial registration as postdoctoral fellowship within four years of completing a PhD

→
- Minimum Stipend $34,000/year
- Must **register with the GPS**

→ **External Funding?**

External Funding? — NO → Follow the uOttawa **Policy** on postdoctoral appointments → **Form B**

External Funding? — YES → Follow the uOttawa & the Funding Agencies' **Policy** and process for Postdoctoral Fellows → **Form B**

Contractual Employee? — YES or Not Sure? →
You are an employer If one of the following statements applies:
- You are responsible for planning the work to be done
- You decide how the work is to be done
- You decide the hours of work, and the rate of pay
- You assign and supervise individual tasks
- You decide on work location
- You set standards of work and determines if work needs to be redone

→ **Policy 47** Working conditions for contractual non-unionized employees → HR requirements matched to one of the **Generic Job Description**

→ **Salary** offered is within the predetermined salary ranges for the selected generic job description

→ **Term employee of at least a 4 month contract of a minimum of 15hrs/week?**

Term employee...? — YES → Offer of employment → **SPAF**

Term employee...? — NO → Offer of employment → **EPAF & Time sheet**